Temporary Food Event – Coordinator's Checklist

RETURN TO HEALTH DEPARTMENT DISTRICT OFFICE THIRTY (30) DAYS BEFORE EVENT PLEASE type or print legibly

By providing the following information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance will provide the opportunity for a successful and smooth operation. You must notify the food booth participants of the Health Department requirement: the Temporary Food Permit application must be received no later than TWO (2) WEEKS PRIOR TO THE EVENT.

NAMES OF EVE	ENT COORDINATORS/RI	ESPONSIBLE INDIVIDUALS:	
<u>Name</u>		Address	Phone # (work & ho
b			
c.			
u			
NUMBER OF AN	NTICIPATED FOOD BOO	OTHS:	
DATE, TIME, LO	OCATION OF SCHEDUL	ED MEETINGS WITH FOOD BOOTH PARTICIPANTS:	
Date	<u>Time</u>	Location	
0			
a			
b	<u> </u>		
b c			
b c	a. EVENT SET-UP:		
b c	a. EVENT SET-UP:		
c	a. EVENT SET-UP: b. EVENT OPERATION		
c TIME OF: DESCRIBE AVA	a. EVENT SET-UP: b. EVENT OPERATION	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (
c TIME OF: DESCRIBE AVA	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (
time of: DESCRIBE AVA booth). Letter of	a. EVENT SET-UP: b. EVENT OPERATIO AILABLE RESTROOM FA availability may be requir	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (_ (within 200 feet o
DESCRIBE AVA booth). Letter of	a. EVENT SET-UP: b. EVENT OPERATIO AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE	ON:ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC?	 _ (within 200 feet o
DESCRIBE AVA booth). Letter of	a. EVENT SET-UP: b. EVENT OPERATIO AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE	ON:ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red.	 _ (within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public pate	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? tronage, but not food workers)	 _ (within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public pate	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? tronage, but not food workers)	 _ (within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public pates ICITY BE PROVIDED TO	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? tronage, but not food workers) O THE FOOD BOOTHS? pYes pNo If yes, describe	(within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a WILL ELECTRI WILL EQUIPMI	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public path ICITY BE PROVIDED TO ENT/UTENSIL WASHING	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? tronage, but not food workers) O THE FOOD BOOTHS? pYes pNo If yes, described of the provided for food booth operations.	(within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a WILL ELECTRI WILL EQUIPMI (If event is over o	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public pates ICITY BE PROVIDED TO	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? fronage, but not food workers) O THE FOOD BOOTHS? PYes PNo If yes, described a property of the provided for FOOD BOOTH OPERATies is required)	(within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a WILL ELECTRI WILL EQUIPMI (If event is over o a. If yes, d	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA Tavailability may be requir SUPPLYING PORTABLE TARE SUFFICIENT FOR PUBLIC PATE OF PROVIDED TO ENT/UTENSIL WASHING OF DESCRIPTION OF THE PROVIDED TO ENT/UTENSIL WASHING OF THE PROVIDED TO ENT/UTENSIL W	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? fronage, but not food workers) O THE FOOD BOOTHS? PYes PNo If yes, described a property of the provided for FOOD BOOTH OPERATies is required)	(within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a WILL ELECTRI WILL EQUIPMI (If event is over o a. If yes, d	a. EVENT SET-UP; b. EVENT OPERATION AILABLE RESTROOM FA availability may be requir SUPPLYING PORTABLE are sufficient for public pate ICITY BE PROVIDED TO ENT/UTENSIL WASHING one day dishwashing faciliti	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? fronage, but not food workers) O THE FOOD BOOTHS? PYes PNo If yes, described a property of the provided for FOOD BOOTH OPERATies is required)	(within 200 feet o
DESCRIBE AVA booth). Letter of WHO WILL BE (Portable toilets a WILL ELECTRI WILL EQUIPMI (If event is over o a. If yes, d b. If yes, d	a. EVENT SET-UP: b. EVENT OPERATION AILABLE RESTROOM FA Tavailability may be requir SUPPLYING PORTABLE TARE SUFFICIENT FOR PUBLIC PATE OF PROVIDED TO ENT/UTENSIL WASHING OF DESCRIPTION OF THE PROVIDED TO ENT/UTENSIL WASHING OF THE PROVIDED TO ENT/UTENSIL W	ON: ACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (red. E TOILETS FOR THE PUBLIC? tronage, but not food workers) O THE FOOD BOOTHS? pYes pNo If yes, described as a required provided for FOOD BOOTH OPERATies is required)	(within 200 feet o

DISTRICT HEALTH CENTERS

DOWNTOWN 401 5th Ave, 11th Floor Seattle, WA 98104 206-296-4632 fax (206)296-0188 EASTGATE
14350 S.E. Eastgate Way
Bellevue, WA 98007
206-296-4932 fax (206)296-4919